

Background

O 413.3A describes tailoring as an essential element of the acquisition process and must be appropriate considering the risk, complexity, visibility, cost, safety, security, and schedule of the project. Although, O 413.3A recommends a tailored approach in meeting the Order's requirements, tailoring has generally not been well defined or accepted by various oversight organizations. Tailoring does not imply the omission of essential elements in the acquisition process that are necessary for all projects, or other processes that are appropriate to a specific project's requirements or conditions.

For most projects, tailoring is a process of aligning responsibilities at the correct organizational levels within Headquarters Program Offices, Site Offices, and contractors organizations. Tailoring may also involve reducing the level of effort or detail needed to meet project management requirements, or in some cases, satisfying multiple requirements with a single action or deliverable. Moreover, concerning matters relating to integrating safety into the early design of a facility, it is not anticipated that tailoring or modification of the acquisition process would be desirable.

Purpose

The purpose of this Guide is to supplement DOE Order 413.3A, Program and Project Management for the Acquisition of Capital Assets, by providing project managers a risk-based tool for applying the principles and process of tailoring to meet project management requirements as efficiently as possible.

Scope

This guide will apply to tailoring the capital asset acquisition process – other guides may discuss tailoring specific processes or documents. As described in O413.3A, the project tailoring strategy must be documented. The Strategy Document is subject to the Acquisition Executive's approval and is developed prior to the impacted Critical Decision and approved as early as possible. Therefore, the scope of this guide will provide the principles and methods of tailoring for projects with varying degrees of risk and complexity. It will provide risk models to define the step-by-step process to be followed to reach an appropriate level of tailoring for different types of projects, based on their risks. The guide will be organized according to the project phases described in O413.3A, including initiation, definition, execution, and transition/closeout. Within each phase, guidelines for applying tailoring principles to the various requirements, such as funding/budget considerations, acquisition strategy,

performance reviews, and documentation, will be provided. More detailed tailoring guidance appropriate for specific functional areas and/or applications may be provided in other implementing guides (e.g. Guide for EM Cleanup Projects). However, the intent is that this guide will provide the overall framework and approach for tailoring project management requirements.

Tailoring directly relates to the risks and complexities of a project. Therefore, the scope of this Guide encompasses not only project management requirements, but also budgeting and acquisition processes.

Key Interfaces and Dependencies

This Guide is intended to be utilized in conjunction with DOE Order 413.3A and associated guides, the DOE Safety Management Role (Title 10 Code of Federal Regulations [CFR] 830), DOE Orders 414.1C, DOE Order 420.1B and associated Standards and Guides, Order 425.1C and associated Standard, Order 421.1B and associated guide and Standards 3009. As such, it will be necessary to interface with the following:

- DOE Order 414.1C
- DOE Order 420.1B and its associated Guide, and Standards
- DOE Order 425.1C and associated Standard
- DOE Order 421.1B
- DOE 470 series of Policy, Orders and Guides
- 10 CFR 830, Nuclear Safety Management
- 10 CFR 835, Occupational Radiation Protection
- 10 CFR 851, Worker Safety and Health Program
- Order 413.3 Implementation Guides
- EFCOG ISM Working Group (ISMWG)
- EFCOG Program Management Working Group (PMWG)
- EFCOG Quality Engineering Task Team

Team Membership, Roles & Estimated Resource Requirements

Individual	Organization	QA Guide Oversight Team	QA Guide Writing Team	Estimated Level of Effort*
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Schedule

This guide will be developed, reviewed through two drafts, coordinated through the REVCOM process (after Steering Committee approval) and published by October, 2007. A detailed schedule (plan of action and milestones) will be updated monthly and provided to OECM.

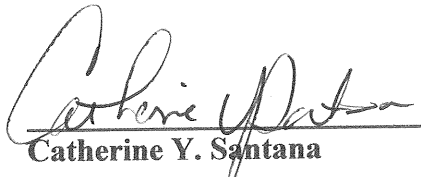
Charter Approvals:

Government Guide
Development Lead:

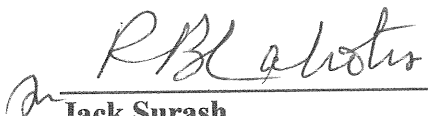

Shah Jaghoory

4/26/07
Date

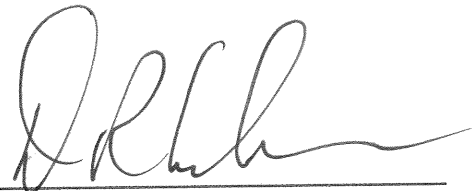
O 413.3A Guide
Steering Committee
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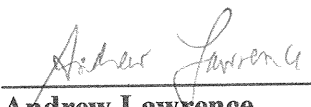
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